

STRANMILLIS UNIVERSITY COLLEGE
A College of The Queen's University of Belfast

STAFF CAR PARKING

All Car Parks within the College campus are designated by a particular letter.
The following parks are available for staff.

Area	Car Park
Main Building	A
Lower Car Park	B
Central Building	C
Cloisters MC	
Front of Stranmillis House	D
Rear of Stranmillis House	E
Side of Henry Garrett Building	F
Front of Henry Garrett Building	G
Lower Farmyard	H
Refectory (for Catering staff only)	J
Upper Farm Driveway - end adjacent to Works Dept	K
Health Centre - for Medical staff only	N
Maintenance Yard	S
Orchard O	

THE ALLOCATION OF PARKING SPACES APPLIES DURING COLLEGE HOURS IN TERM TIME.

N.B.

Members of staff are asked to avoid, unless where absolutely necessary, using their cars merely to go from one building to another within the campus as this may cause inconvenience to other colleagues. Your co-operation in using the Car Park allocated to you would be most appreciated.

PARKING ON DRIVEWAYS AND AREAS RESTRICTED BY YELLOW LINES IS PROHIBITED.

TRAFFIC AND PARKING REGULATIONS

1.0 GENERAL

- 1.1 The College Grounds are private, and in consequence some sections of the Road Traffic Act do not apply; any person bringing a motor vehicle inside the Grounds therefore does so at his/her own risk, and the College Authorities cannot accept any responsibility for damage, accident or theft.
- 1.2 The parking permit should be attached to the nearside top of the windscreen.
- 1.3 Upon change of vehicle, transfer permit to new vehicle and advise the Senior Security Officer (Ext 340) of the make, c.c., colour and registration number. Change of vehicle forms can be obtained at any Porters Office or Halls Office. Completed forms should be sent to the Senior Security Officer.
- 1.4 If a parking permit is lost or stolen the Senior Security Officer should be advised as soon as possible and a replacement permit will be issued.
- 1.5 Parking permits should be returned to Security by staff leaving the Colleges employment.

2.0 PARKING ARRANGEMENTS

- 2.1 As parking space is severely limited members of staff shall park their cars only in the area allocated according to the letter on the parking permit. **Except when it is necessary to load or unload equipment, staff should refrain from driving their cars from one building to another within the Campus.**
- 2.2 The car park at the Central Building is specifically reserved for certain post holders and must not be used by other members of staff at any time of the year.
- 2.3 Visitors

When possible staff should inform Security (Ext 340) Gate Porter (Ext 356) when visitors are expected. Giving time, name and if possible car registration. **Members of staff should not encourage visitors to park elsewhere.** Visitors are to park in the area they are directed to by Security Staff.

3.0 SPEED LIMIT

Traffic within the College Grounds shall not exceed the special limit of 15 m.p.h. In order to assist in the implementation of this regulation, ramps have been installed on all main drives.

4.0 SIGNS

Drivers shall obey the instructions of all traffic and directional signs (particularly with respect to road markings) and directions given by Security Staff.

5.0 ACCIDENTS

Any road traffic accident within the Grounds **must** be reported immediately to a member of the Security Staff. If a Security Officer is not readily available, contact with him may be made through the Gate Porter on duty at the Front Gates (Ext. 356).

6.0

6.1 Breaches

Any person found to be in breach of these regulations on three or more occasions in any one academic year shall be subject to report by the Security Staff.

The Principal, in the case of academic staff, and the Director of Corporate Services in the case of others, shall, on receipt of a written report from the Senior Security Officer, consider any alleged offence and may prohibit an offender from driving a vehicle on the College Campus for a period not exceeding six months from the date of the decision.

6.2 Appeal

Any person aggrieved by a decision of the Director of Corporate Services as appropriate may appeal in writing to the Principal within seven days of notification of the decision.

The Principal shall determine the appeal within five days of receipt and may reduce or increase the penalty imposed within the limits prescribed in paragraph 6.1.

The decision of the Principal should be final.